



DEPARTMENT OF THE ARMY  
US ARMY CONTRACTING AGENCY SOUTHERN REGION HEADQUARTERS  
1301 ANDERSON WAY SW.  
BUILDING 130  
FT McPHERSON, GA 30330-1096

REPLY TO  
ATTENTION OF

SFCA-SR-CO

23 April 2003

MEMORANDUM FOR Army Contracting Agency, Southern Region Installations

SUBJECT: Southern Region Information Memorandum, 03-21; Interim Guidance on Acquisition of Information Technology Requirements Acquisition

1. Reference the Army Contracting Agency letter, dated September 9, 2002, subject: Army Contracting Agency Policy Memorandum P002: Purchase and Administration of Information Technology (IT) Products and Services.
2. This memorandum provides interim guidance on the acquisition of Information Technology (IT) requirements. The ACASR is currently working with ITEC4 East and ITEC4 West to obtain official migration of Information Technology workload information; however, in the interim, the following guidance is provided for immediate implementation.
3. In response to an inquiry regarding the mandatory use of Government-Wide Agency Contracts (GWAC) or Blanket Purchase Agreements (BPA) for Information Technology, and specifically, the preference for standardized purchase of computers: ITEC4 advised that a BPA has been established with Dell Computer, DAAB15-01-A-1005, and should be used to meet these requirements.
4. Pending completion and coordination of formal guidance by ITEC4, each DOC is requested to continue local support of their customers IT requirements, concurrently reporting to ITEC4 the nature of the procurements. The reporting requirement will apply to contracts, delivery/task orders, and the exercise of options under existing contracts and delivery/task orders. As provided by ITEC4, when reporting Information Technology acquisitions, the following information should be provided:
  - ✓ Identify the name of the project.
    - Identify the requiring activity.
    - Provide the name of Contracting Officer, and his/her mailing address, e-mail address and telephone number.

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SUBJECT: Southern Region Implementation Memorandum 03-21, Interim Guidance on Information Technology Acquisitions

- Provide the name of the DOCs point of contact, if different than the Contracting Officer, and his/her mailing address, e-mail address and telephone number.
- Describe the products and/or services being acquired.
- Identify the contract type, e.g., Indefinite Delivery Indefinite Quantity with fixed price CLINs, Indefinite Delivery Indefinite Quantity with labor-hour CLINs, firm fixed price, cost plus fixed fee, cost plus award fee, time and materials, etc.
- Identify the estimated total dollar value.
- Identify the date planned for release of the solicitation, award of the contract, issuance of the delivery/task order, or exercise of the option.
- Identify the maximum term.
- Identify the extent of competition to be sought e.g., full and open competition, FAR Part 19 programs, GSA Federal Supply Schedule, etc.
- For the acquisition of services, state whether performance-based service contracting is being utilized.
- State whether the contract action is being conducted under FAR Part 12, Acquisition of Commercial Items.

5. Again, until formal issuance of ITEC4 IT Migration guidance which will be forwarded by this office upon receipt, each DOC is requested to proceed with local support of customer IT requirements and provide the aforementioned information to their respective ITEC4 office in a timely manner. The telephone numbers for the points of contact at ITEC4 East and ITEC4 West are 703-325-1718 and 520-538-8248, respectively.

6. Your patience in this matter is greatly appreciated.

7. If further clarification is needed, please do not hesitate to contact the ACASR Contract Operations Division., DSN 367-0472 or commercial 404-464-0472.



BEVERLY Y. THOMAS

Chief

Contract Operations Division

Army Contracting Agency – Southern Region